

APPENDIX C
TAB 17

Hurricane Action Checklist

SAFETY AND OCCUPATIONAL HEALTH OFFICE

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 Hours Before Landfall)
 - a. Review plans relevant to emergency response. _____
 - b. Brief staff on safety matters to help ensure protection of the life and health of District employees, both on and off the job.
 - c. Establish and maintain contact with CESAD Safety Office.
3. PHASE II (48 Hours Before Landfall)

Continue with Phase I activities.
4. PHASE III (24 Hours Before Landfall)
 - a. Brief survey teams on requirements for special safety considerations,

including fire, flooding, downed
electrical lines, gas leaks,
hazardous and toxic waste exposures.

- b. Be prepared to release non-essential
employees when directed by the
Commander.

5. PHASE IV (12 Hours Before Landfall)

- a. Call all essential personnel.
- b. Prepare to assist EOC on all safety
related matters.

6. PHASE V (Hurricane force winds are striking the Georgia Coast.)

Support EOC operations as required.

7. RECOVERY OPERATIONS. Initial Response (all activities to be
coordinated through the EOC)

- a. Check all Corps offices and motor
pool for damages and safety hazards.
- b. Contact all SO personnel to assure
their safety and to relay instruc-
tions concerning reporting back to
work.
- c. Contact area or field offices to
determine extent of damage and
evaluate possible safety hazards
considered to be dangerous to
life or health.
- d. Brief disaster teams on safety and
health considerations.
- e. Maintain communication with EOC.

- f. Coordinate with EOC to obtain TDY assistance if required. Dispatch personnel to field office when advised by EOC.
- g. Ensure all personnel are properly equipped for safety purposes. Field personnel should be equipped with hard hats, safety shoes, and first aid kits.
- h. Staff emergency offices, as appropriate, provide safety equipment and instructions on safety requirements for all contracts awarded.
- i. Brief incoming TDY employees on safety and health matters and ensure all field personnel are properly equipped with personal protective equipment.
- j. Review Accident Prevention Plans and Activity Hazard Analyses for acceptance.
- k. Attend where possible all pre-construction conferences and brief contractors on requirements of EM 385-1-1 and other special safety and health considerations and review submittals to assure contractor compliance.
- l. Initiate a plan to conduct safety surveys for ongoing contracts. Prepare safety survey reports. Stop work where necessary when an imminent dangerous situation exists.
- m. Investigate and report to Commander, EOC, and CESAD-SO any work-related

accidents involving Corps personnel, contractor personnel, or members of the general public. If accident involves TDY personnel, a report shall also be provided to the employee's home duty station.

- n. Prepare daily Situation Reports for all SO-related activities.
 - o. Perform other Safety and Occupational Health duties necessary to accomplish assigned Corps mission.
 - p. Provide support personnel, as required.
 - q. Coordinate all activities through EOC.
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